

### **ENCLOSURE 3.**

## **Directions for Completing the MEDCOM Form 676-R (V 2.00) for Food Sample Management**

**GENERAL** – a separate MEDCOM (MC) 676-R must be completed for each different government facility from which sample(s) were pulled (i.e., each different Commissary, Shoppette, Dining Facility, TISA, etc). If during sampling more than 6 items are pulled during a specified period (i.e., same inspection or during same week if a running 676-R is maintained), use additional copies of page 2, to provide the appropriate number of samples pulled during that specified period. **No more than 12** sampled items may be recorded on any one 676-R.

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**Block 1** – provide a complete address for the specific DVC/Branch/Section that collected/pulled the sample(s).

**Block 2** – provide a point of contact and telephone number for the Military Food Inspector (MFI) that initiated the 676-R or whom pulled the sample(s) recorded on the 676-R. DO NOT fill-in the station identification number.

**Block 3** – provide control number. Control numbers are issued by command one level above the user of the form. Issue all food sample management forms control numbers and keep a log for accountability of these forms.

**Block 4** – DO NOT complete this block.

**Block 5** – DO NOT complete this block.

**Block 6** – DO NOT complete this block.

**Block 7** – indicate where the items were physically sampled. On the proceeding lines, type the name and phone number of the location items were sampled from (i.e., North Fort Hood Commissary, Eagle Nest Shoppette, 1<sup>st</sup> Cav Dining Facility, etc.).

**Block 8** – enter the dates the sample(s) were collected. If samples were collected and form closed out on the same day, then enter the same date in both areas of block. If using a running 676-R for samples collected throughout the week or month, record the date the form was started and date the form was closed in this space provided. Date must be entered dd/mmm/yy (i.e., 10 Jun 03).

**Block 9** – DO NOT complete this block.

**Block 10** – the verifying MFI who ensures proper disposition of samples and completeness of form, will type/print their name & rank and sign. The MFI signing this block will **NOT** be the same MFI listed in **Block 2** of this form. This helps eliminate any conflicts of interest and ensures a checks and balances.

**Block 11** – type/print name & title of the accountable officer of the location the samples were selected from in **Block 7**. Have them sign the form as well.

**Block 12** – use to provide any additional information pertinent to the samples drawn (i.e., sample numbers 1-6 used for temperature verification, sample number 5 used to check for hollow heart, etc.).

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**Block 13** – provide as much information as possible about each sample:

**Submitter Sample Number** – record numbers starting with 1 in this area, during sampling if only one copy of page 2 is used, then numbers 1-6 will be used. If additional copies of page 2 are used representing sample numbers 7-12, place a number in the block starting with next number in order, to distinguish and signify these samples are 7-12. Remember, no more than 12 sampled items may be recorded on any one 676-R.

**Sample Description** – brief description of the sample (whole milk, bologna, apples red delicious, cherry yogurt, naval oranges, etc.).

**Brand Name** – specific product brand (Oscar Mayer, Clover, Hormel, Sunkist, National Beef, etc.).

**Universal Product Code (UPC)** – from product UPC label or on case. If product has no UPC or one cannot be located, enter N/A.

**Sell by/Use by Date/Pasteurization Date** – from product label or case. If product has no dates (i.e. fresh fruits & vegetables, etc.) or one cannot be located, leave blank. Enter date as indicated on package.

**Can Code/Lot Number** – any product code or lot number from product package or label. If product has no code or lot number, enter N/A.

**Sample Weight/Volume** – from product package or label (i.e., 24 ounces, 1 pound, 1 gallon, 5 pound bag, etc.).

**Quantity Submitted** – how many of this item were sampled.

**Unit of Issue** – how is the product sold? (i.e., bottle, jar, can, bag, box, 6-pack, pound, gallon, package, each, etc.).

**Total Cost** – record the total \$ amount the sample(s) cost to the store. This will require you to determine unit of issue cost and multiply this by the quantity sampled (i.e., 2 gallons of milk sampled at \$2.49 per gallon, your total cost is \$4.98 (2 x \$2.49 = \$4.98).

**Disposition** – what happened to the sample(s)? Record an alphanumeric code (A, B, or C) in this area. Use explanations below to determine which alphanumeric code to use. At times, more than one code may be recorded in this area.

1. Code A – Sample(s) pulled and forwarded to laboratory for testing.
2. Code B – Testing or examination of sample(s) is complete and unused portion of sample was returned to accountable officer or designated representative.
3. Code C – Samples were destroyed upon completion of testing or examination. Samples may be destroyed by garbage disposal, pouring down sink, trashcan, etc.

**NOTE:** It is important to use separate MEDCOM Form 676's for each different government facility from which sample(s) were taken. This ensures the final reports contain results that are unique to that specific government facility and proper accountability for that facility is maintained.